



CITY OF SAINT PAUL

Christopher B. Coleman, Mayor

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CODE ENFORCEMENT POLICY #6-15

October 16, 2006

TO: All Inspection Staff
FROM: Steve Zaccard, Fire Marshal
SUBJECT: Fire Alarm Malfunction Program
CODE REFERENCE: MSFC 907.20.5

*"THIS POLICY IS TO SERVE AS A GUIDE FOR YOUR ENFORCEMENT.
EXCEPTIONS TO THIS POLICY SHALL BE APPROVED BY THE FIRE MARSHAL
THROUGH THE SUPERVISORS." Thank you.*

We are going to resume our old program of listing alarm malfunctions each month, and if there are 3 or more alarm malfunctions we will send correction orders. It will work like this:

1. Shannon Urhammer will generate a monthly list of alarm malfunctions by the 10th of the following month. This list will be alphabetical by street name.
2. Shannon will provide the list to Nancy Mondry who will identify those addresses which had 3 or more alarm malfunctions and create Referral (RF) folders in Amanda for each address.
3. The assigned inspector will enter an Attempt Result in Amanda of **Orders Issued - No Inspection** with a deficiency to repair the malfunctioning fire alarm system immediately and to provide documentation of the repairs.
4. If documentation is not received, then make an inspection counseling the property representative that a tag will be issued, and the CO may be revoked, if no compliance.
5. If there is still no compliance - enforce your order.